

1 July 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report -- Week Ending
2 July 1976

1. Hispanic Recruitment: Following an initial meeting with Mr. Roberto Baquerizo, Director of the Spanish Education Center, locally based recruiters met with the principals of the Spanish Catholic Center in Washington, D. C. They were received by Sister Maria Louisa who guides and is responsible for the teaching program. She graciously explained that her secretarial classes were conducted during the winter months and in most cases involved other than U.S. citizens. Since she also serves as a counselor to the Spanish speaking people who visit the center, she explained that she would refer interested candidates who may come to her attention. Two resumes on Hispanic women have since been referred. Efforts will continue in this area to open the door to further Hispanic recruitment in the Washington, D. C. area.

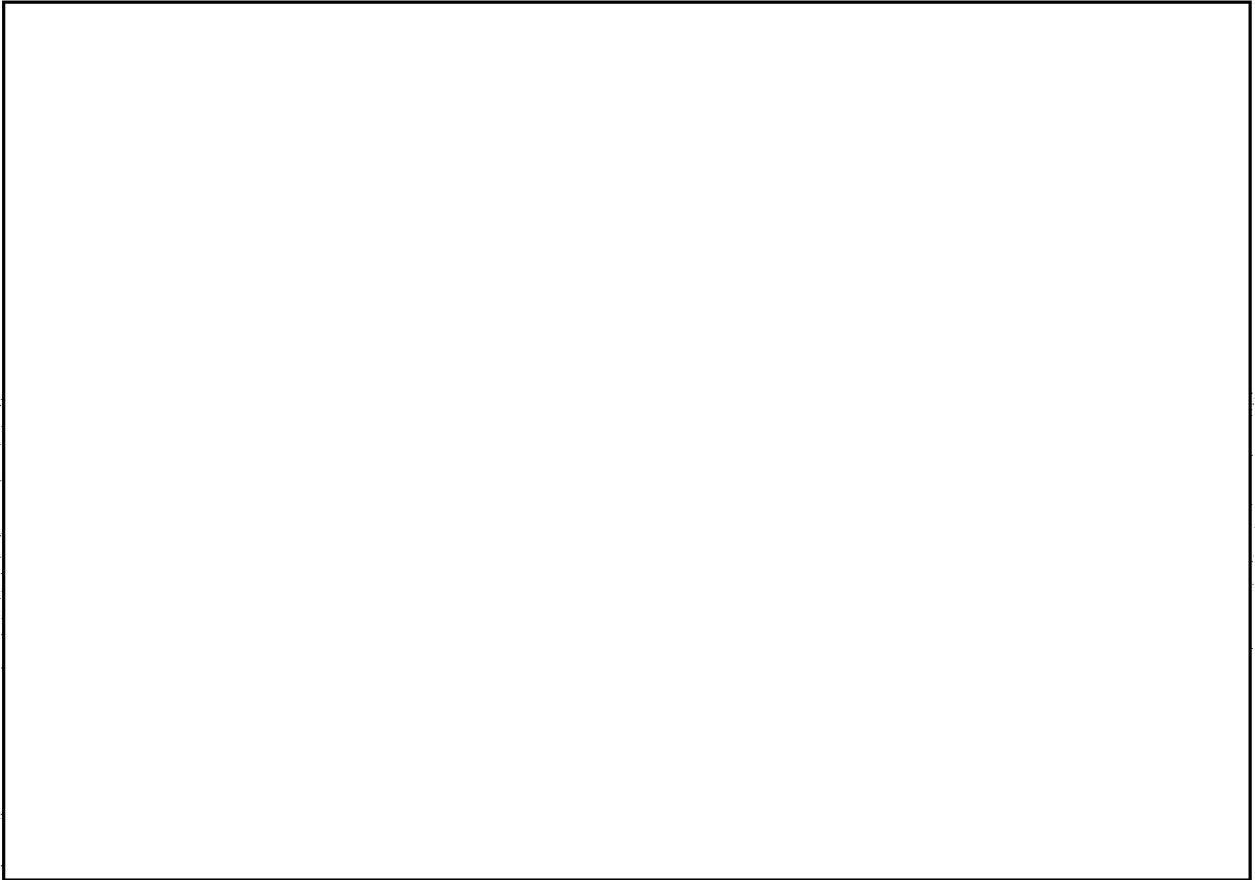
2. Hire the Handicapped: The Coordinator for Handicapped Programs reports that the Office of Technical Service has expressed interest in arranging a pre-processing interview for a female applicant with B.S. degrees in physics and engineering who is blind. They plan to invite her in to discuss very frankly the possibility of her working in their Development and Engineering Division (both Applied Physics and Systems Branches are interested) or the Technical Services Laboratory. At the same time, we will contact other offices who would be interested in her education to determine interest in interviewing her while she is in the area.

3. Counselors' Booklet: The "Key to Agency Career Counselors" booklet, developed as a result of a Careers Committee recommendation, has been received from the printer, and copies have been forwarded to the Directorate representatives of the Committee for distribution to the counselors.

4. Processing for IC Staff: [REDACTED]

[REDACTED] was in for invitee processing on 29 June 1976. [REDACTED] is scheduled to EOD as the Director of the Office of Policy and Planning/ICS, effective 1 July 1976. He was detailed to the Agency's Office of National Estimates from September 1967 to July 1968.

5. Rehired Annuitants: The following rehired annuitant cases were approved for the Directorate of Administration:



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6. Flight and Accident Plan: Nearly 20 percent of those employees who were enrolled in the Flight and Accident Plan (FAP) at the close of the contract year (30 April) chose not to renew their coverage under this plan. Consequently, enrollment in the FAP program has dropped from 623 to 500.

7. FLSA Orientation: The second "official" running of the FLSA Orientation was presented on 29 June. This is the first presentation which has included Personnel Officers and others from outside the Office of Personnel. The orientation is now scheduled for twice weekly presentation through the end of July.

8. Publications: We forwarded the following to Regulations Control Branch for publication:

a. Headquarters Notice announcing new appointments to Awards Committees.

b. Employee Bulletin on Employment Opportunities, full time and part time, for typists and stenographers.

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9. Bloodmobile: We are continuing our arrangements to have a Bloodmobile at the [] Building once every three months. Approximately 30 Agency employees located in the building are regular donors. Though this will result in reducing the number of donors at Headquarters, it is believed that we will ultimately attract more donors from [] who heretofore have not donated and who find the convenience of a Bloodmobile at their building attractive. We have discussed this proposal with representatives of Security, CCS, [] Building and Red Cross. Chief, Personal Affairs Branch, will accompany the Red Cross representative next week to [] Building to complete the arrangements for a Bloodmobile.

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10. EAA Store: As of close of business 30 June, the EAA Store completed vacating Room 1J 37 and moved all merchandise and fixtures to GF 40. The exact date of opening at the new location is not yet known, but most of the renovation has been completed and stocking and displaying of merchandise will soon be accomplished.

Coming Events:

1. We will continue our preparations for the employee attitude survey.

2. We plan to arrange for printing of PDP report formats. Material is ready to be forwarded when DDCI is confirmed and can sign the covering memo.

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F. W. M. Janney

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